

# State Employee Benefits Quick Reference Guide

Benefit Description and Information	Web Site/Contact
❑ <b>Alternate Retirement Program (ARP)</b> – Retirement savings program that certain State employees are automatically enrolled in for their first two years of employment.	Savings Plus Program ( <a href="http://www.sppforu.com">www.sppforu.com</a> ) or employee's personnel office
❑ <b>Annual Leave</b> – Voluntary program that combines both sick leave and vacation. Available to excluded employees and some bargaining units; check MOU. May be used with Enhanced Non-Industrial Leave benefits.	DPA ( <a href="http://www.dpa.ca.gov">www.dpa.ca.gov</a> ), click Personnel Policies or employee's personnel office
❑ <b>Cash Option</b> – Voluntary cash back option available; see Consolidated Benefits and FlexElect Program.	DPA ( <a href="http://www.dpa.ca.gov">www.dpa.ca.gov</a> ), click Benefits
❑ <b>Common Carrier Travel and Accident Insurance</b> – State-paid benefit provided for managers, supervisors, confidential, and other specified, excluded employees that are required to travel on State business away from their permanently assigned work premises.	DPA ( <a href="http://www.dpa.ca.gov">www.dpa.ca.gov</a> ), click Benefits
❑ <b>Consolidated Benefits (CoBen)</b> – CoBen allowance pays for health, dental, and vision benefits. Cash Option is available through CoBen if covered by other insurance. Available to excluded employees and some bargaining units; check MOU.	DPA ( <a href="http://www.dpa.ca.gov">www.dpa.ca.gov</a> ), click Benefits or employee's personnel office
❑ <b>Consolidated Omnibus Budget Reconciliation Act (COBRA)</b> – Continuation of health, dental, and vision insurance coverage for employees and eligible dependents who lose benefits by age, termination, resignation, or layoff.	DPA ( <a href="http://www.dpa.ca.gov">www.dpa.ca.gov</a> ), click Benefits or employee's personnel office
❑ <b>Death Benefits</b> – Benefits available to legal survivors and/or designees of State employees; see "Planning Ahead" booklet from DPA Web site; check MOU.	DPA ( <a href="http://www.dpa.ca.gov">www.dpa.ca.gov</a> ), click Benefits or employee's personnel office
❑ <b>Dental</b> – Dental insurance for employees who have an appointment of six months or more and a time base of half-time or more.	DPA ( <a href="http://www.dpa.ca.gov">www.dpa.ca.gov</a> ), click Benefits
❑ <b>Employee Assistance Program (EAP)</b> – State-paid confidential counseling service for employees and eligible dependents; marital/family issues, emotional/stress concerns, legal/financial issues, substance abuse, and dependent care.	Managed Health Network (866) EAP-4SOC (866-327-4762) or TDD (800) 327-0801
❑ <b>Enhanced Non-Industrial Disability Insurance (ENDI)</b> – Disability insurance for non-work-related illnesses/injuries. Available to employees who are CalPERS/STRS members and enrolled in the Annual Leave Program.	Employee's personnel office
❑ <b>FlexElect Program</b> – Voluntary cash back program and/or tax savings program available to employees who have a permanent appointment and a time base of half-time or more. Plan options are <b>Cash Option</b> , <b>Dependent Care Reimbursement</b> , and <b>Medical Reimbursement</b> .	DPA ( <a href="http://www.dpa.ca.gov">www.dpa.ca.gov</a> ), click Benefits or employee's personnel office
❑ <b>Group Legal Services Insurance</b> – Voluntary employee-paid legal plan for permanent or probationary employees with a time base of half-time or more.	DPA ( <a href="http://www.dpa.ca.gov">www.dpa.ca.gov</a> ), click Benefits or employee's personnel office
❑ <b>Health</b> – Health insurance for employees who have an appointment of six months or more and a time base of half-time or more.	CalPERS ( <a href="http://www.calpers.ca.gov">www.calpers.ca.gov</a> )
❑ <b>Health Promotion (California WorksWell)</b> – Promotes healthy lifestyles to prevent illness/disability and improve the physical health and mental well-being of the State workforce.	DPA ( <a href="http://www.dpa.ca.gov">www.dpa.ca.gov</a> ), click Benefits
❑ <b>Life Insurance</b> – State-paid program available to excluded employees who have a permanent appointment and a time base of half-time or more. Voluntary supplemental coverage available.	DPA ( <a href="http://www.dpa.ca.gov">www.dpa.ca.gov</a> ), click Benefits or MetLife 1-800-252-8524
❑ <b>Long-Term Care</b> – Voluntary employee-paid insurance which help protect against the catastrophic costs of long-term care. Available to all California public employees, school teachers, retirees, their spouses, parents, and parents-in-law.	CalPERS ( <a href="http://www.calpers.ca.gov">www.calpers.ca.gov</a> ) or employee's personal office
❑ <b>Long-Term Disability</b> – Voluntary income protection disability insurance available to excluded employees who have a permanent appointment and a time base of half-time or more.	DPA ( <a href="http://www.dpa.ca.gov">www.dpa.ca.gov</a> ), click Benefits
❑ <b>Non-Industrial Disability Insurance (NDI)</b> – Non-work-related illness/injury disability insurance. Available to employees who are CalPERS/STRS members.	Employee's personnel office
❑ <b>Part-Time/Seasonal/Temporary Program (PST)</b> – Mandatory retirement program for part-time, seasonal, or temporary employees who are excluded from CalPERS.	Savings Plus Program ( <a href="http://www.sppforu.com">www.sppforu.com</a> ) or employee's personnel office
❑ <b>Pre-Tax Parking</b> – Voluntary program available to employees who drive a personal vehicle to work and pay for parking.	DPA ( <a href="http://www.dpa.ca.gov">www.dpa.ca.gov</a> ), click Benefits or employee's personnel office

(more on back)

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❑ <b>Retirement</b> – California Public Employees' Retirement System (CalPERS) provides service/disability retirement and death benefits for eligible employees.	CalPERS ( <a href="http://www.calpers.ca.gov">www.calpers.ca.gov</a> ) or employee's personnel office
❑ <b>Rural Health Care Equity Program (RHCEP)</b> – Provides reimbursement of certain health care expenses for State employees, or annuitants residing in California, who have no Health Maintenance Organization (HMO) options through CalPERS health benefits.	DPA ( <a href="http://www.dpa.ca.gov">www.dpa.ca.gov</a> ), click Benefits
❑ <b>Savings Plus Program (SPP)</b> – Voluntary program offering <b>401(k)</b> and <b>457</b> plans, which allow employees to direct tax-deferred payroll deductions to investments that will supplemental their retirement benefits. Available to all permanent employees.	Savings Plus Program ( <a href="http://www.sppforu.com">www.sppforu.com</a> ) or employee's personnel office
❑ <b>State Disability Insurance (SDI)</b> – Employee-paid disability insurance for non-work related illness/injuries. Includes paid family leave benefits. Available to employees in SEIU bargaining units.	Employment Development Dept. ( <a href="http://www.edd.ca.gov/direp/diind.htm">www.edd.ca.gov/direp/diind.htm</a> )
❑ <b>ScholarShare College Savings Plan</b> – California's official 529 college savings program, administered by the ScholarShare Investment Board, an agency of the state of California. Provides families with a tax-advantaged opportunity to invest monies into an account which can later be used to pay for qualified higher education expenses.	<a href="http://www.scholarshare.com">www.scholarshare.com</a>
❑ <b>Tax Sheltered Annuity (TSA)</b> – Voluntary program offering <b>403(b)</b> plan, but limited to employees in specific Bargaining Units related to education.	SCO ( <a href="http://www.sco.ca.gov">www.sco.ca.gov</a> ) or employee's personnel office
❑ <b>Vision</b> – State-paid vision insurance that automatically covers employees who have an appointment of six months or more and a time base of half-time or more.	DPA ( <a href="http://www.dpa.ca.gov">www.dpa.ca.gov</a> ), click Benefits
❑ <b>Workers Compensation Program</b> – Work related injury/illness disability insurance. Benefits include <b>Industrial Disability Leave (IDL)</b> , <b>Enhanced IDL (EIDL)</b> , <b>Temporary Disability (TD)</b> ; check MOU.	SCIF ( <a href="http://www.scif.ca.gov">www.scif.ca.gov</a> ), DPA ( <a href="http://www.dpa.ca.gov">www.dpa.ca.gov</a> ), click Benefits, or employee's personnel office
❑ <b>Awards – Employee Suggestion Program</b> – Rewards employees for ideas that reduce State operations/costs. <b>Medal of Valor Award</b> - Highest honor State can bestow on its employees who perform act of heroism or risk their life to save another. <b>Superior/Sustained Accomplishment Awards</b> - Recognizes outstanding employee performance. <b>25 Year Service and Retirement Awards</b> - Recognition for 25 years of State service and retirement.	DPA ( <a href="http://www.dpa.ca.gov">www.dpa.ca.gov</a> ), click Benefits or employee's personnel office

Be sure to check your collective bargaining contract it may have additional information.